



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Associate
Posting Number	PN# 113125
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Building Services
Reporting Location	2800 N. Terminal Rd. *
Workdays & Hours	Varied, normally M-F*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs varied professional administrative functions within the Building Services Division; plans and schedules sectional meetings; compiles data for use in a variety of reports, surveys, inventories, and studies; composes correspondence, directives, speeches, etc.; prepares drafts on various departmental matters and edits materials as required; maintains files for the senior superintendent and section; provides guidance and assistance to clerical staff in various activities and performs other duties as requested; assists in planning and implementing department sponsored activities and programs; prepares and maintains monthly newsletter and employee moral program.

WORKING CONDITIONS

Performing these duties will involve the ability to visually observe and differentiate details; recognize sound, tone, and pitch; attend to details amid distractions; stand or walk for extended periods; ability to lift up to twenty (20) pounds; climb stairs; operate city vehicles; analyze abstract information; make quantitative computations; project and choose a course of action; speak and write clearly and effectively; apply specialized information; deal with people in tense situations; work as a member of a team; get people to cooperate. Must be willing and available to work all shifts, rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with strong computer skills including Windows XP, Excel, Word, and Access. Bilingual skills preferred.

SELECTION/SKILLS TEST REQUIRED

Application review, work sample assessment, and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 13</u>	
\$989.00 - \$ 1,154.00 Biweekly	\$25,714.00 - \$30,004.00 Annually

OPENING DATE SEPTEMBER 13, 2006

CLOSING DATE SEPTEMBER 26, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration, submitted online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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